



BRIDGEWATER VILLAGE SCHOOL
P.O. Box 31, Bridgewater, VT 05034
Phone - 802-672-3464
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CODE: E12

EMERGENCY PREPAREDNESS GUIDELINES

Chemical, Biological, and/or Radiological Incidents

The following definitions and response/action guidelines have been put in place in conjunction with public safety officials to assist administration in responding to a chemical, biological or radiological incident.

Terms

- A chemical incident is defined as release of toxic industrial chemicals and/or other agents that are capable of causing bodily harm or death.
- A biological incident is defined as the release of bacteria, viruses and/or toxins that are capable of causing bodily harm or death.
- A radiological incident is defined as the release, exposure to, and/or dispersal of radioactive materials that are capable of causing bodily harm or death.
- Shelter-in-Place means that in certain situations it may be necessary to hold students and staff indoor. This concept is known as Shelter-in-Place. Shelter-in-Place may be used in weather-related emergencies; chemical, biological or, radiological incidents and other emergencies. The nature and duration of the Shelter-in-Place will be determined by the emergency situation or at the direction of public safety officials and/or administration.

Chemical, Biological or Radiological Incident Response/Action Guidelines

In response to a suspected incident, the following steps/actions are to be initiated immediately:

- Implement Shelter-in-Place procedures, activate the on-site emergency team and activate the school's emergency plan.
- Contact public safety operators via 911 to report the incident by providing any and all pertinent information
- If students or staff members need emergency medical attention, contact public safety operators via 911 and describe nature of the illness or injuries.
- Contact WCSU Central Office as soon as possible with incident details and periodic updates.
- Bring all students and staff who are involved in outdoor activities into the main building.
- Ensure all exterior doors are secured/locked and windows closed



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- To reduce the risk of potential exposure to students, staff and visitors, administrators will ensure that no one leaves or enters the building unless directed otherwise by public safety officials and/or officials.
- Take steps to shut down the air exchange systems.
- Make sure all students and staff are accounted for before moving from their current locations.
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The Principal or designee must insure:

- Sweep Out and Lock In drills are conducted/reviewed each October. An evaluation should be conducted upon completion of the drill to detect areas that need improvement in order to ensure operational readiness and efficiency.
- All school-based staff members are familiar with the school's emergency crisis plan and procedures.
- Building custodian and the principal are familiar with the locations and procedures to shut off the heating and ventilation systems. These turn-off locations should be clearly marked.
- Students and staff with special needs are identified in each person's health care plan and addresses as specified.
- Parent notification and reunification plans are in place.
- Student emergency information cards are up-to-date to include any additional adults who are authorized to pick up students on behalf of parents/guardians.
- The NOAA weather-alert radio is operational, equipped with extra batteries, turned on at all times and located in a position that is monitored by a staff member at all times.
- Any suspicious situation is reported to local law enforcement officials..

Warned: 11/14/03

Adopted: 12/8/03